

BULLETIN BOARDS AND E-MAIL

Policy Number: H.04.06

SCOPE

All employees.

PURPOSE

To provide a permanent and official channel of communication to employees.

POLICY/PROCEDURE

Important University of St. Thomas information will be displayed permanently on bulletin boards located at strategic points throughout the campus. Information will be of the following types:

1. Legally required posters and notices.
2. University of St. Thomas standards and rules of conduct.
3. Safety rules and related information.
4. Management memos and announcements, including job posting forms.
5. University of St. Thomas-sponsored social and recreational events; dated employee classified ads.

Employees will be responsible for regularly checking and reading the bulletin boards and for following the rules, regulations and instructions posted there. Information posted on bulletin boards must be approved in advance by the appropriate Dean or Vice President.

The University of St. Thomas encourages two-way communication to discuss work-related problems and issues. Managers/supervisors are responsible for listening to staff in complete confidence and to respond, if necessary, in a timely fashion.

The University of St. Thomas' employee relations policies emphasize open practices whereby employees are encouraged to deal directly with their supervisor and other members of management regarding complaints or perceived inequitable conditions of employment.

The University of St. Thomas has a history of honest and straightforward dealings with its employees. By following this policy, it has found that the intervention of third parties from outside the University of St. Thomas has usually been unnecessary.

University of St. Thomas Policies

APPROVED: Dr. Robert Ivany

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